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From: Julka, Clarice

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## Latest guidance:

In addition to the written policy on awareness review, please do the following: .

For any releases of documents involving the following offices: Comms, OCL, Exec Sec, External Affairs, Secretary, Chief of Staff, Deputy Chiefs of Staff and their assistants, please send the records and the response to DCOS, Downey Magallanes, at least 72 hours prior to release and confirm with her prior to release..

If a bureau/office within DOI contacts us with records that meet the above standard, please ask them to contact Downey Magallanes directly. .

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